



STATE PROCUREMENT OFFICE
NOTICE OF REQUEST FOR EXEMPTION
FROM HRS CHAPTER 103D

12 MAY -9 P3:06

STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Albert "Alapaki" Nahale-a, Chairman, Hawaiian Homes Commission
Name of Requesting Department

Pursuant to HRS § 103D-102(b)(4) and HAR chapter 3-120, the Department requests a procurement exemption for the following:

1. Describe the goods, services or construction:

Administration of the Hawaiian Homes Commission Scholarship for leftover funds housed at the Hawaii Community Foundation(HCF). These services include, program advertising, application collection, response to inquiries, application evaluation, applicant submittal to DHHL, proposing award allocations, communication with awardees and their respective schools, distribution of awards, and reporting to the Hawaiian Homes Commission. The Hawaiian Homes Commission provides scholarships to qualified native Hawaiians enrolled as classified full-time students in degree-seeking programs at accredited post-high institutions. The scholarships are to be used for the primary cost of education (limited to tuition, fees, books, supplies, and cost of living allowances). This will be the last year of the Hawaiian Homes Commission Scholarship, as the program has been cancelled.

2. Vendor/Contractor/Service Provider: Hawaii Community Foundation

7/1 due 6/18/12

3. Amount of Request:

\$ 0.00

4. Term of Contract From: 5/20/2012 To: 6/30/2013

5. Prior SPO-007, Procurement Exemption (PE):

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:

In the past, DHHL has procured HCF to administer its scholarship program for at least eight academic/school years. In that time, a sum of DHHL funds has accumulated in the amount of \$140,000. This sum is attributed to returned awards (i.e., when a student no longer meets the minimum requirements for the award and the award check is returned to the scholarship administrator). In many cases, the returns are not made until the following academic year, so DHHL previously did not include the awards of these returns in the following contract with this contractor. The current contract will expires on June 30, 2012. However, DHHL will not re-procure these services as DHHL plans to cancel its scholarship program. It is important to expend the balance of the DHHL funds housed at HCF. In the past DHHL and the contractor have agreed on an administrative fee equal to 10% of the sum of scholarship awards issued. Considering the balance of \$140,000, the administrative fee of no more than \$14,000 will be paid to this contractor and a sum of approximately \$126,000 will be awarded to scholarship program applicants. The monies are already housed at HCF.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:

Hawaii Community Foundation will be selected because it already holds the balance of DHHL funds as a result of previous contracts with this same contractor. Previously, this vendor was selected because it was the only vendor to respond to DHHL requests/invitations for proposals for this program.

8. Identify the primary individual(s) who is knowledgeable about this request, who will conduct and manage this process, and has 1) completed mandatory training; and 2) who may contact for follow up inquiry, if any.
(Type over "example" and delete cells not used.)

Name of Department Personnel	Division/Agency	Phone Number	e-mail address
Kamana'o Mills	DHHL	620-9508	kamanao.mills@hawaii.gov

*All requirements/approvals and internal controls for this expenditure is the responsibility of the department.
I certify that the information provided above is, to the best of my knowledge, true and correct.*



Department Head Signature

5/9/12

Date

For Chief Procurement Officer Use Only

Date Notice Posted: **5-10-12**

Submit written objection to this notice to issue an exempt contract within seven calendar days or as otherwise allowed from date notice posted to:

state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply (i.e. vendor is required to be compliant on the Hawaii Compliance Express) and award is required to be posted on the Awards Reporting System.

If there are any questions, please contact Donn Tsuruda-Kashiwabara at 586-0565 or donna.tsuruda-kashiwabara@hawaii.gov.

☒ Approved

☐ Disapproved

☐ No Action Required

 6/18/2012
Chief Procurement Officer Signature Date